

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3145 **TITLE:** NUTRITION PROGRAM COORDINATOR **GRADE:** S-27

DEFINITION:

Under general direction, directs the long range planning and development, operation, and management of the Women Infant and Children Program (WIC); plans and implements the State WIC Program within Fairfax County; oversees collaboration of nutrition services with other community programs; manages budget, program and staff for the Nutrition Program; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Nutrition Program Supervisor job class in that the Nutrition Program Coordinator is primarily focused on long range planning, management, evaluation, improvement, and budgeting of the county-wide nutrition program while the Nutrition Program Supervisor supervises the daily operations of the program, supervising nutritionists at multiple locations throughout Fairfax County.

ILLUSTRATIVE DUTIES:

Implements, monitors and evaluates program measures to assure cost efficiency, quality positive outcomes and conformance with local/state/federal guidelines;
Develops WIC service standards based on studies including patient flow analyses, time and effort studies, cost per participant studies and scheduling standard studies;
Establishes policies and procedures to enhance effectiveness and efficiency of the WIC operation;
Monitors, audits, and evaluates the effectiveness of the WIC program;
Prepares and submits plans for program expansion and enhancement;
Ensures program is compliant with federal, state and local regulations;
Manages subordinate staff of nutritionists;
Directs or assists with hiring, staffing and supervision of all clinic sites within the division;
Designs and implements staff development programs;
Coordinates with universities and other agencies to establish interagency contracts to train dietetic interns;
Coordinates with the Virginia Department of Health to ensure program compliance and implementation;
Prepares WIC program budget;
Authorizes purchases within USDA guidelines;
Reviews and authorizes program expenditures;
Represents the agency at regional, state and national meetings and conferences;
Makes presentations to professionals in the field and to the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles and practices of nutrition;
Knowledge of federal and state regulations governing the WIC program;
Knowledge of the budget process;
Knowledge of supervisory methods and techniques;
Ability to assess and evaluate the nutritional needs of clients and client groups;
Ability to plan for needed or mandated changes in size and composition of program staff;
Ability to assess strengths and development needs of workforce;
Ability to plan for needed or mandated changes in size and composition of workforce;
Ability to prepare and monitor budget;
Ability to measure and monitor program performance to make necessary improvements;
Ability to develop nutrition care plans;
Ability to develop effective working relationships with a variety of health care professionals;
Demonstrated ability with general computer skills and operating systems;
Ability to communicate well both in writing and orally;
Ability to organize and apply available resources to accomplish goals;

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Master's degree in Nutrition or Public Health; PLUS four years of experience as a nutritionist, including at least two years in a supervisory role.

CERTIFICATES AND LICENSES REQUIRED:

Registration as a Dietitian by the American Dietetics Association and/or MS in Public Health Administration or Nutrition.

ESTABLISHED: December 8, 2008